

**BY ORDER OF THE COMMANDER
482D FIGHTER WING**

482D FIGHTER WING INSTRUCTION 36-807

12 AUGUST 2010



Personnel

**WEEKLY AND DAILY SCHEDULING OF
WORK AND HOLIDAY OBSERVANCES AND
ALTERNATE WORK SCHEDULE PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements and provides guidance on the administration of the Weekly and Daily Scheduling of Work and Holiday Observances and the Alternative Work Schedule (AWS) program. It also implement guidance in Air Force Instruction (AFI) 36-807/Air Force Reserve Command Supplement 1 (AFRC SUP1), Weekly and Daily Scheduling of Work and Holiday Observance, Air Reserve Technician (ART) Air Force Reserve Command Instruction (AFRCI) 36-803, Air Reserve Technician Time and Attendance and Procedures and Audits, and Title 5, Code of Federal Regulations, Part 610. This instruction applies to all Air Reserve Technicians (ART) and civilian employees assigned to the 482d Fighter Wing (482 FW), at Homestead Air Reserve Base (HARB). Refer recommended changes to and questions about this supplement to the Office of primary responsibility (OPR) using Air Force (AF) Form 847, Recommendation for Change of Publication; route AF Form 847 from the field through appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of (IAW) Air Force Records Information System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcsaf61a/afirms/afirms/rims.cfm>. Comply with AFI 33-332, Act Program. Employee agrees to protect Government/organization records from unauthorized disclosure or damage and will comply with requirements of the Privacy Act of 1974, 5 U.S.C. 552a., Section 6311.

SUMMARY OF CHANGES

This revision reorganizes text and authorizes modifications to the work schedules and AWS programs when necessary to ensure mission continuity and effectiveness of the 482d Fighter

Wing flying mission. Para 2.1.2 allows supervisors to approve temporary work schedule changes due to mission requirements. Para 2.3 provides guidance on forms required for work schedule change requests. Para 3.4 authorizes credit time earned and taken to be tracked on the AFRC Automated Timecard. Para 9.1.3 allows the option of using either the Office of Personnel Management (OPM) Form 71, Request for Leave or Approved Absence AFRC Automated Timecard, email or other written correspondence to request and approve leave statutes in advance.

1. Objectives.

1.1. The objective of the AWS is to provide flexible, family-friendly work arrangements designed to optimize mission effectiveness, improve quality of life, and enhance the recruitment and retention of personnel. The AWS program allows employees to select a flexible (Flexitour and Gliding Programs) work schedule, or a compressed, fixed work schedule (commonly known as the 5/4/9 Program).

1.2. This instruction supports the spirit of the President's memorandums dated July 11, 1994 and June 21, 1996, for providing flexible work arrangements.

2. Eligibility.

2.1. Supervisors will determine the minimum numbers and kinds of employees required for any given tour of duty and may restrict an employee's requested schedule. The extent of flexibility possible in a particular organization will be based on relevant considerations such as mission accomplishment, peak workload periods, and necessary contacts with other organizations.

2.1.1. Safety and mission accomplishment will be the priority considerations for a supervisor's denial of an employee's requested Flexitour, Gliding or 5/4/9 schedule. At no time will the safety of an employee be put at risk for the purpose of satisfying an alternate work schedule request.

2.1.2. Supervisors wishing to implement permanent work schedules outside of the approved Flexitour and Gliding work schedules or 5/4/9 guidelines (see Table 4.1 or Table 7.1), must coordinate through the Civilian Personnel Office and receive approval from the 482 FW Commander. There is no authority to establish hybrid work schedules or cross between established work schedules in an effort to provide unauthorized benefits for employees. Supervisors may approve temporary deviations from the base core work hours due to mission requirements, such as wing exercises, inspections, change to night flying schedule, etc. This may require changes to the employees work schedule to include removal from an alternate work schedule. Supervisors must provide at least one week notice to the employee and document the new work schedule on the timecard which will be signed by both the employee and supervisor. Deviations to the core hours may only apply to pay periods in which the mission activity affects the normal work schedule. All other requests for deviations to core hours require coordination through CPO and wing commander approval.

2.2. Flexitour, Gliding and 5/4/9 program participants assigned Temporary Duty (TDY) or attending training will work the hours of the temporary duty or training location. An employee will be removed from the approved AWS for any pay period encompassing the TDY or training. Maximum possible advance notice, but not less than one week, will be

given to affected employees when a change to their approved AWS is necessary. Duty hours will normally be determined by the OPR at the TDY or training location.

2.3. The AFRC Automated Timecard will be used to request, annotate and approve an employee's work schedule, and any temporary changes to their work schedule. Annotating schedules on the AFRC Timecard replaces the requirement for the 482 FW Form 1 through attrition and will become mandatory at the start of the 2009 pay year.

3. Responsibilities.

3.1. The 482 FW Commander will retain the authority, and is responsible for making determinations concerning continued use of the AWS program, including any deviations to agency established Flexitour, Gliding, or 5/4/9 schedules.

3.2. Group Commanders will forward, to the 482 FW Commander, any supervisory requests for deviations to the established Flexitour, Gliding or 5/4/9 schedules, and disapproved employee schedule requests.

3.3. The Civilian Personnel Office will furnish guidance and assistance on the administration of the AWS program in accordance with governing authorities.

3.4. Supervisory and management officials will utilize local time accounting methods to reflect each employee's entitlement to pay by documenting the number of hours of duty, and the nature and length of absences. The AFRC Automated Timecard record will also be utilized to track earned and used credit hours and travel comp time.

3.5. Supervisors must ensure all AWS requests are in compliance with agency requirements prior to approval. Supervisors shall disapprove AWS requests when necessary for efficient operations and mission accomplishment. The wing commander has final authority to prohibit an employee's AWS if it proves to interfere with basic mission accomplishment. Once schedules are approved, supervisors must ensure that employees comply with the approved schedule and should take appropriate action on any program abuses whenever necessary.

3.6. Supervisors must allow employees, mission permitting, an opportunity to utilize available credit hours prior to separation from the Federal service, transfer to another installation or agency, or conversion to the 5/4/9 schedule.

3.7. Employees must comply with laws, Air Force instructions, and administrative procedures governing the AWS program.

4. Flexitour.

4.1. The Flexitour (Flexible Work Schedule) program consists of an eight-hour per day, five day per week schedule in which the employee must be present during established core hours. Each employee may select the start, mid-day, and stop times they prefer; however, the hours selected are fixed. The AFRC Automate Timecard is used to request changes to the Flexitour AWS. Table 4.1 represents the approved core hours for civilian personnel assigned to the 482 FW.

4.2. Mid-day or lunch breaks are not part of the eight-hour basic work requirement and therefore, are not included in the 8-hour day computation. The start and stop times are requested in quarter-hour (15 minute) increments.

4.3. At the request of an employee and with at least one day advance notice, temporary deviations to the employee's flexitour schedule (adjusted start, mid-day, and end of day times), may be approved by the supervisor.

4.4. Refer to paragraph 2.2 and 2.3 for procedures when employees are TDY, attending training, or when mission requirements necessitate a change to the employee's approved Flexitour schedule.

4.5. Table 4.2, the Flexitour and Gliding Table illustrates the relationship between work-day start, stop and mid-day break times. Find the point at which the start time (left-hand column of the grid), intersects the total amount of time spent at mid-day (top row of grid). The intersect point identifies when the employees' work-day ends.

Table 4.1.

START BAND	CORE	LUNCH BAND	CORE	DEPART BAND
(Flexible)		(Flexible)		(Flexible)
0600 - 0800	0800 - 1100	1100 - 1300	1300 - 1500	1500 - 1700
1400 - 1600	1600 - 1800	1800 - 2000	2000 - 2200	2200 - 2400

Table 4.2. FLEXITOUR AND GLIDING TABLE.

Work Day Start Time	Midday Flex Times																		
							1 hr	1 hr	1 hr	1 hr	1 hr	1 hr	1 hr	1 hr	1 hr	1 hr	1 hr	1 hr	2 hrs
	30 min	35 min	40 min	45 min	50 min	55 min		5 min	10 min	15 min	20 min	25 min	30 min	35 min	40 min	45 min	50 min	55 min	
	Workday Ending Times																		
6:00	2:30	2:35	2:40	2:45	2:50	2:55	3:00	3:05	3:10	3:15	3:20	3:25	3:30	3:35	3:40	3:45	3:50	3:55	4:00
6:30	3:00	3:05	3:10	3:15	3:20	3:25	3:30	3:35	3:40	3:45	3:50	3:55	4:00	4:05	4:10	4:15	4:20	4:25	4:30
6:35	3:05	3:10	3:15	3:20	3:25	3:30	3:35	3:40	3:45	3:50	3:55	4:00	4:05	4:10	4:15	4:20	4:25	4:30	4:35
6:40	3:10	3:15	3:20	3:25	3:30	3:35	3:40	3:45	3:50	3:55	4:00	4:05	4:10	4:15	4:20	4:25	4:30	4:35	4:40
6:45	3:15	3:20	3:25	3:30	3:35	3:40	3:45	3:50	3:55	4:00	4:05	4:10	4:15	4:20	4:25	4:30	4:35	4:40	4:45
6:50	3:20	3:25	3:30	3:35	3:40	3:45	3:50	3:55	4:00	4:05	4:10	4:15	4:20	4:25	4:30	4:35	4:40	4:45	4:50
6:55	3:25	3:30	3:35	3:40	3:45	3:50	3:55	4:00	4:05	4:10	4:15	4:20	4:25	4:30	4:35	4:40	4:45	4:50	4:55
7:00	3:30	3:35	3:40	3:45	3:50	3:55	4:00	4:05	4:10	4:15	4:20	4:25	4:30	4:35	4:40	4:45	4:50	4:55	5:00
7:05	3:35	3:40	3:45	3:50	3:55	4:00	4:05	4:10	4:15	4:20	4:25	4:30	4:35	4:40	4:45	4:50	4:55	5:00	5:05
7:10	3:40	3:45	3:50	3:55	4:00	4:05	4:10	4:15	4:20	4:25	4:30	4:35	4:40	4:45	4:50	4:55	5:00	5:05	5:10
7:15	3:45	3:50	3:55	4:00	4:05	4:10	4:15	4:20	4:25	4:30	4:35	4:40	4:45	4:50	4:55	5:00	5:05	5:10	5:15

7:20	3:50	3:55	4:00	4:05	4:10	4:15	4:20	4:25	4:30	4:35	4:40	4:45	4:50	4:55	5:00	5:05	5:10	5:15	5:20
7:25	3:55	4:00	4:05	4:10	4:15	4:20	4:25	4:30	4:35	4:40	4:45	4:50	4:55	5:00	5:05	5:10	5:15	5:20	5:25
7:30	4:00	4:05	4:10	4:15	4:20	4:25	4:30	4:35	4:40	4:45	4:50	4:55	5:00	5:05	5:10	5:15	5:20	5:25	5:30
7:35	4:05	4:10	4:15	4:20	4:25	4:30	4:35	4:40	4:45	4:50	4:55	5:00	5:05	5:10	5:15	5:20	5:25	5:30	5:35
7:40	4:10	4:15	4:20	4:25	4:30	4:35	4:40	4:45	4:50	4:55	5:00	5:05	5:10	5:15	5:20	5:25	5:30	5:35	5:40
7:45	4:15	4:20	4:25	4:30	4:35	4:40	4:45	4:50	4:55	5:00	5:05	5:10	5:15	5:20	5:25	5:30	5:35	5:40	5:45
7:50	4:20	4:25	4:30	4:35	4:40	4:45	4:50	4:55	5:00	5:05	5:10	5:15	5:20	5:25	5:30	5:35	5:40	5:45	5:50
7:55	4:25	4:30	4:35	4:40	4:45	4:50	4:55	5:00	5:05	5:10	5:15	5:20	5:25	5:30	5:35	5:40	5:45	5:50	5:55
8:00	4:30	4:35	4:40	4:45	4:50	4:55	5:00	5:05	5:10	5:15	5:20	5:25	5:30	5:35	5:40	5:45	5:50	5:55	6:00
8:05	4:35	4:40	4:45	4:50	4:55	5:00	5:05	5:10	5:15	5:20	5:25	5:30	5:35	5:40	5:45	5:50	5:55	6:00	6:05
8:10	4:40	4:45	4:50	4:55	5:00	5:05	5:10	5:15	5:20	5:25	5:30	5:35	5:40	5:45	5:50	5:55	6:00	6:05	6:10
8:15	4:45	4:50	4:55	5:00	5:05	5:10	5:15	5:20	5:25	5:30	5:35	5:40	5:45	5:50	5:55	6:00	6:05	6:10	6:15
8:20	4:50	4:55	5:00	5:05	5:10	5:15	5:20	5:25	5:30	5:35	5:40	5:45	5:50	5:55	6:00	6:05	6:10	6:15	6:20
8:25	4:55	5:00	5:05	5:10	5:15	5:20	5:25	5:30	5:35	5:40	5:45	5:50	5:55	6:00	6:05	6:10	6:15	6:20	6:25
8:30	5:00	5:05	5:10	5:15	5:20	5:25	5:30	5:35	5:40	5:45	5:50	5:55	6:00	6:05	6:10	6:15	6:20	6:25	6:30
8:35	5:05	5:10	5:15	5:20	5:25	5:30	5:35	5:40	5:45	5:50	5:55	6:00	6:05	6:10	6:15	6:20	6:25	6:30	6:35
8:40	5:10	5:15	5:20	5:25	5:30	5:35	5:40	5:45	5:50	5:55	6:00	6:05	6:10	6:15	6:20	6:25	6:30	6:35	6:40
8:45	5:15	5:20	5:25	5:30	5:35	5:40	5:45	5:50	5:55	6:00	6:05	6:10	6:15	6:20	6:25	6:30	6:35	6:40	6:45
8:50	5:20	5:25	5:30	5:35	5:40	5:45	5:50	5:55	6:00	6:05	6:10	6:15	6:20	6:25	6:30	6:35	6:40	6:45	6:50
8:55	5:25	5:30	5:35	5:40	5:45	5:50	5:55	6:00	6:05	6:10	6:15	6:20	6:25	6:30	6:35	6:40	6:45	6:50	6:55
9:00	5:30	5:35	5:40	5:45	5:50	5:55	6:00	6:05	6:10	6:15	6:20	6:25	6:30	6:35	6:40	6:45	6:50	6:55	7:00
9:05	5:35	5:40	5:45	5:50	5:55	6:00	6:05	6:10	6:15	6:20	6:25	6:30	6:35	6:40	6:45	6:50	6:55	7:00	
9:10	5:40	5:45	5:50	5:55	6:00	6:05	6:10	6:15	6:20	6:25	6:30	6:35	6:40	6:45	6:50	6:55	7:00		
9:15	5:45	5:50	5:55	6:00	6:05	6:10	6:15	6:20	6:25	6:30	6:35	6:40	6:45	6:50	6:55	7:00			
9:20	5:50	5:55	6:00	6:05	6:10	6:15	6:20	6:25	6:30	6:35	6:40	6:45	6:50	6:55	7:00				
9:25	5:55	6:00	6:05	6:10	6:15	6:20	6:25	6:30	6:35	6:40	6:45	6:50	6:55	7:00					
9:30	6:00	6:05	6:10	6:15	6:20	6:25	6:30	6:35	6:40	6:45	6:50	6:55	7:00						

5. Gliding Schedule.

5.1. The Gliding program (Flexible Work Schedule), is an eight-hour day, five-day per week schedule similar to the Flexitour program. However, under the Gliding Schedule, employees may vary start, lunch and departure times on a daily basis.

5.2. All requirements for administration of the Flexitour program are also applicable when the Gliding Schedule is permitted.

5.3. Employees are required to give advance notice of their intent to glide on a specific day to the supervisor.

6. Credit Hours.

6.1. Credit hours are non-overtime pay hours of work which are in excess of an employee's basic work requirement. The number of credit hours earned is equal to the number of excess hours worked (i.e. one credit hour earned for one excess hour worked). Credit hours may be earned and used in not less than one-quarter hour (15-minute) increments.

6.2. Credit hours may only be earned and used by employees assigned to one of the flexible work schedules, (Flexitour or Gliding). By law, employees utilizing a compressed work schedule, (5/4/9) may not earn credit hours. Credit hours are only authorized to perform job or mission related duties.

6.3. Credit hours are worked at the election of the employee consistent with agency policies. They are distinguished from overtime hours in that they are not officially ordered and approved in advance by management.

6.4. An employee may not use credit hours to increase his or her entitlement to overtime pay or any other type of premium pay. An employee may not be paid overtime pay, Sunday premium pay, holiday pay, or earn credit hours for excess work (work in excess of the basic work requirement) performed on a holiday. Holiday premium pay must be paid for work performed on a holiday. Therefore, employees cannot be compensated by credit hours for work performed on a holiday.

6.5. An employee with a regular schedule that includes Sundays will not be entitled to receive Sunday premium pay for that portion of the Sunday which reflects the use of credit hours.

6.6. Credit hours must be considered for work during daytime (non-night pay) hours whenever possible. Whether an employee is entitled to night pay for credit hours on the day on which such hours are earned (worked) depends on the rules for night pay.

6.7. Employees must earn credit hours before they can be used. Use of earned credit hours must be approved by the supervisor in advance. Credit hours may be earned and used on the same day provided the hours in which credit hours are earned occur prior to the hours requested for use (i.e., earn 1 credit hour prior to the regular start time and exhaust it by taking an extended lunch or leaving an hour early). Credit hours earned by employees are applied in the same way as annual leave or comp time so as to satisfy the basic work requirement. Just as with annual or sick leave, when credit hours are used, the employee's basic rate of pay will be applied.

6.8. A full-time employee may carry over up to 24 credit hours from one bi-weekly pay period to a subsequent pay period. A full-time employee may earn more than 24 credit hours in a pay period; however, failure to exhaust credit hours in excess of the 24 credit hour maximum will result in the forfeiture of these credit hours.

6.9. A part-time employee may carry over credit hours from one pay period to the next subsequent pay period in an amount equal to one-fourth of the total of their bi-weekly basic

work requirement (i.e., a part-time employee with a bi-weekly basic work requirement of 64 hours may carry over no more than 16 hours). A part-time employee may earn more than one-fourth of the total of their bi-weekly work requirement in a pay period; however, failure to exhaust credit hours in excess of the maximum will result in forfeiture of these credit hours.

6.10. If an employee transfers or separates from Federal service contact the Civilian Personnel Office concerning unused credit hours.

7. The 5/4/9 Compressed Schedule.

7.1. The 5/4/9 is a “fixed” tour of duty consisting of 8 nine-hour work-days, 1 eight-hour work-day, and 1 scheduled day off (SDO) each pay period. Selection of the SDO by the employee is contingent upon supervisor approval. The 5/4/9 offers no flexibility for reporting and quitting times. Employees are required to select one of 30 fixed-work schedules offering a lunch period of 30, 45, or 60 minutes from Table 7.1., *5/4/9 Fixed Schedule*. Employees are required to complete the AFRC Automate Timecard annotating the new schedule request for approval by the supervisor. If approved, the schedule becomes the employee’s “fixed” schedule until a change in schedule is requested and approved through submission of a new AFRC Automate Timecard request.

7.2. The SDO is normally scheduled for the first or second Monday, or, the first or second Friday of each pay period. Supervisors should limit the number of employees with the same SDO to 25% of the workforce.

7.3. Employees are entitled to holiday pay (not to exceed nine hours) for the number of hours scheduled to work on a holiday (or the day designated as the "in lieu of" holiday). If the actual holiday falls on a Sunday, the next scheduled workday, Monday, is the observed holiday. If the employee’s scheduled SDO is a Monday and it falls on a holiday or observed holiday, then schedule the SDO for the following Tuesday. If the employee’s SDO is a Friday and it falls on the holiday or observed holiday, then schedule the SDO for the preceding Thursday. Remember to keep the SDO in the same pay period as it was originally scheduled.

TABLE 7.1. 1 5/4/9 “FIXED” SCHEDULE.

REPORTING TIME (9 HR AND 8 HR DAY)	LUNCH (1100-1300 HRS)	QUITTING TIME (9 HR DAYS)	QUITTING TIME (8 HR DAYS)
0600	30 min	1530	1430
0600	45 min	1545	1445
0600	60 min	1600	1500
0630	30 min	1600	1500
0630	45 min	1615	1515
0630	60 min	1630	1530
0700	30 min	1630	1530

0700	45 min	1645	1545
0700	60 min	1700	1600
0730	30 min	1700	1600
0730	45 min	1715	1615
0730	60 min	1730	1630
0800	30 min	1730	1630
0800	45 min	1745	1645
0800	60 min	1800	1700
1400	30 min	2330	2230
1400	45 min	2345	2245
1400	60 min	2400	2300
1430	30 min	2400	2300
1430	45 min	2415	2315
1430	60 min	2430	2330
1500	30 min	2430	2330
1500	45 min	2445	2345
1500	60 min	0100	2400
1530	30 min	0100	2400
1530	45 min	0115	0015
1530	60 min	0130	0030
1600	30 min	0130	0030
1600	45 min	0145	0045
1600	60 min	0200	0100

7.4. Time off during a 5/4/9 employee's basic work requirement must be charged to the appropriate leave category. For example, a 5/4/9 employee who takes a day of annual leave will be charged for the scheduled duty hours that day (i.e., eight or nine hours). Employees on Flexitour, Gliding and 5/4/9 who have prescheduled and been approved for leave will take priority over requested SDO changes.

7.5. Work week changes will not be made for the sole purpose of increasing an employee's entitlement to holiday pay or other premium pay.

7.6. Employees in a TDY status, scheduled for training, or those who are otherwise required to modify their 5/4/9 schedule to meet mission requirements because of inspections by higher headquarters, staff assistance visits, exercises, deployments etc., must convert the 5/4/9 to a Flexitour schedule for the pay period(s) required. Refer to paragraph 2.

8. Time and Attendance Folders.

8.1. Timekeepers will utilize a standard six-part folder for each employee to maintain time and attendance records.

8.1.1. An AFRC Automate Timecard will be kept for each pay period with copies of all supporting documents (certified military documents, AF Form 428, *Request for Overtime, Holiday Premium Pay and Compensatory Time*, work Schedule changes, leave requests, civilian TDY orders, Pay system printout, etc) and will be filed chronologically with the most recent on top.

8.1.2. Time cards for each quarter will be kept in separate sections of the six-part folder, with the first quarter beginning in the first section on the left. Any audit documentation should be filed on top on that quarter.

8.1.3. Employees may also request leave statuses in advance through the AFRC Automate Timecard, email or other written correspondence. Leave approved in advance on the AFRC Automate Timecards can be removed once the end of the pay period is completed and employee and supervisors both sign the timecard annotating proper work hours were completed as shown.

9. Forms.

9.1. Adopted Forms.

AF IMT 847, *Recommendations for Change of Publication*, 27 March 2006

9.2. Prescribed Forms.

AF Form 673, *Air Force Publication/Form Action Request*

OPM Form 71, *Request for Leave or Approved Absence*

AF Form 428, *Request for Overtime, Holiday Premium Pay and Compensatory Time*

WILLIAM B. BINGER Colonel, USAFR
Commander, 482ND Fighter Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-332, *Privacy Act Program*, 29 Jan 2004

AFI 33-364, *Records Disposition—Procedures and Responsibilities*, 22 Dec 2006

AFI 36-807/AFRC_SUP_1, *Weekly and Daily Scheduling of Work and Holiday Observances*, 14 November 2007

AFRCI 36-803, *Air Reserve Technician Time and Attendance and Procedures and Audits*, 22 July 2008

Title 5, *Code of Federal Regulations*, Part 610, 1 January 2004

www.e-publishing.af.mil-Air Force Web Site for Publishing and Forms Electronic Library

<https://afrims.amc.af.mil-Air> Force Records Information Management System, Electronic Records Schedule

Acronyms

AF—Air Force

AFI—Air Force Instruction

AFRCI—Air Force Reserve Command Instruction

AFRIMS—Air Force Records Information Management System

ART—Air Reserve Technician

AWS—Alternate Work Schedule

CWS—Compressed Work Schedules

DPC—Civilian Personnel Office

FW—Fighter Wing

FWI—Fighter Wing Instruction

FWS—Flexible Work Schedules

HARB—Homestead Air Reserve Base

IAW—In accordance with

OPM—Office of Personnel Management

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

SAV—Staff Assistance Visit

SDO—Scheduled Day Off

SUP—Supplement

TDY—Temporary Duty

USAFR—United States Air Force Reserve

Terms

Alternate Work Schedule (AWS)—Includes Flexible Work Schedules, (FWS) and Compressed Work Schedules, (CWS).

Basic Work Requirement—The number of hours, excluding overtime hours, which an employee is required to work or to account for by leave or otherwise.

Compressed Work Schedule (CWS)—(1) In the case of a full-time employee, an 80-hour bi-weekly basic work requirement that is scheduled by an agency for less than 10 workdays; and, (2) In the case of a part-time employee, a bi-weekly basic work requirement of less than 80 hours that is scheduled by an agency for less than 10 workdays and that may require the employee to work more than 8 hours in a day.

Core Hours—The time periods during the workday, workweek, or pay period that are within the tour of duty during which an employee covered by a flexible work schedule is required by the agency to be present for work.

Credit Hours—Those hours within a flexible work schedule that an employee elects to work in excess of his or her basic work requirement so as to vary the length of a workweek or workday (See chapter 6). By law, employees participating in the 5/4/9 program are not entitled to earn credit hours.

Flexible Hours—The times during the workday, workweek, or pay period within the tour of duty during which an employee covered by a flexible work schedule may choose to vary his or her times of arrival to and departure from the work site consistent with the duties and requirements of the position (also referred to as flexible time bands).

Flexible Work Schedule (FWS)—A work schedule that, (1) In the case of a full-time employee, has an 80-hour biweekly basic work requirement allowing an employee to determine his or her own schedule within the limits set by the agency; and, (2) In the case of a part-time employee, has a biweekly basic work requirement of less than 80 hours allowing an employee to determine his or her own schedule within the limits set by the agency.

Flexitour—A type of flexible work schedule of 8 hours each day, five days a week in which an employee is allowed to select starting and stopping times within the flexible hours. Once selected, the hours are fixed until the agency provides an opportunity to select different starting and stopping times. (See Chapter 4)

Gliding Schedule—A type of flexible work schedule in which a full—time employee has a basic work requirement of 8 hours each day and 40 hours each week. The employee may select a starting and stopping time each day, and may change starting and stopping times daily within the established flexible hours. (See Chapter 5)

5-4-9—A type of compressed work schedule that, by law, consists of a “fixed” schedule selected is “fixed” because the employee may not change the schedule from those options provided by the agency, and as negotiated with the union. (See Chapter 7)

Organization—An entity within an agency that is headed by an official with the authority to establish tours of duty.

Overtime hours—When used with respect to Flexitour and Gliding schedules, refers to all hours in excess of 8 hours in a day or 40 hours in a week that are officially ordered in advance, but does not include credit hours. With respect to the 5/4/9 program, refers to any hours in excess of those specified hours for full-time employees that constitute the compressed work schedule. For part-time employees, overtime hours are hours in excess of the compressed work schedule for a day (but must be more than 8 hours) or, for a week (but must be more than 40 hours).

Part-time employment (Flexitour and Gliding)—Under AWS, the definition of part-time permanent employment is a bi—weekly requirement of 32 to 64 hours. A part-time employee participating in a flexible work schedule may earn credit hours for hours worked in excess of the basic work requirement for the part time position. When a part-time employee performs non-overtime work on a Sunday under a flexible work schedule, the part-time employee is paid at their basic rate of pay for the hours worked on Sunday. By law, a part-time employee is not entitled to additional Sunday premium pay under a flexible work schedule.

Tour of duty—Under a flexible work schedule, the limits set by an agency within which an employee must complete his or her basic work requirement. Under a compressed work schedule or other fixed schedule, tour of duty is synonymous with basic work requirement.